

Request for Proposals (RFP)

Real Estate Brokerage Services

Issued by: United Way Leeds & Grenville (UWLG)

RFP Issue Date: January 29, 2026

Proposal Submission Deadline: February 9, 2026

Submission Method: admin@uwlg.org

1. Introduction

United Way Leeds & Grenville (UWLG) invites qualified and experienced real estate brokers/agents to submit proposals to provide professional real estate brokerage services. The successful proponent will support UWLG in the sale, purchase, or lease of real property in a manner that maximizes value, ensures transparency, and aligns with UWLG's mission to improve lives and build community.

The United Way is looking for a donation of services up to and including a full donation in kind through elimination of commissions. The United Way will provide a charitable tax receipt.

The United Way will also give selection preference to bidders that can demonstrate the ability to help negotiate donations in kind from potential landlords.

UWLG is a registered non-profit organization serving Leeds & Grenville. We are committed to accountability, ethical practice, and prudent stewardship of community resources.

2. Background and Context

UWLG periodically requires real estate expertise related to owned or leased properties. This may include the disposition of surplus property, acquisition of space aligned with operational needs, or lease negotiations. UWLG seeks an agent with strong local market knowledge, experience working with non-profit or public-interest clients, and the ability to provide strategic advice throughout the real estate process.

3. Scope of Services

The selected real estate agent/broker will be expected to provide services that may include, but are not limited to:

- Market analysis and property valuation
- Strategic advice on timing, pricing, and positioning
- Marketing and listing services (if applicable)
- Identification of suitable properties (for purchase or lease)
- Negotiation support and representation
- Coordination with legal counsel, inspectors, and other professionals
- Preparation and review of offers, agreements, and related documentation
- Ongoing communication and reporting to UWLG

The exact scope will be confirmed in writing prior to engagement and may vary depending on UWLG's needs.

4. Proponent Qualifications

Proponents should demonstrate:

- Valid real estate license in the Province of Ontario
- Strong knowledge of the Leeds & Grenville real estate market
- Experience working with non-profit, charitable, or public-sector clients (preferred)
- Proven negotiation skills and successful transaction history
- Professional liability insurance

5. Proposal Requirements

Proposals should include the following information:

1. Proponent Overview

- Legal name and contact information
- Brokerage affiliation
- Years in practice and areas of specialization

2. Relevant Experience

- Description of similar assignments completed within the past five years
- Experience with non-profit or mission-driven organizations

3. Approach and Methodology

- Proposed approach to representing UWLG
- Marketing strategy (if selling or leasing property)
- Communication and reporting practices

4. Fee Structure

- Commission rates and any alternative fee options
- Disclosure of any additional costs

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
- Understanding of UWLG's needs and proposed approach
- Knowledge of the local real estate market
- Fee structure and overall value
- References

UWLG may, at its discretion, interview shortlisted proponents.

7. Selection Preference:

- Selection preference will be given to those who have either have already demonstrated, or commit to provide, meaningful ongoing benefits to the community charity that is UWLG through our work together in this contract.
- We are looking for applicant proposals that go meaningfully beyond a traditional fee discount in the name of charity.
- We are looking to see creative opportunities brought to the table that provide an ongoing boost towards reaching our mission goals.
- For example:
 - In similar situations across our industry we have seen - a wide range of offers - donation in kind (for tax receipt) of some/all of commission income, location of tenant space for rent where the landlord donates the rent, leading one or more fundraising events on behalf of UWLG.

7. Terms and Conditions

- UWLG is not obligated to accept the lowest-priced or any proposal.
- UWLG reserves the right to cancel or amend this RFP at any time.
- All costs incurred in preparing a proposal are the responsibility of the proponent.
- The successful proponent will be required to enter into a written agreement with UWLG.

8. Submission Instructions

Proposals must be submitted by **February 9, 2026** to:

Hailie Jack
Executive Director
United Way Leeds & Grenville
admin@uwlg.org

Late submissions may not be considered.

9. Inquiries

All inquiries regarding this RFP must be submitted in writing to:

Marieke Van Spriel
admin@uwlg.org

We thank all proponents for their interest. Only those selected for further consideration will be contacted.